

LINE MATCHING

Step 1:

Click on “Match Ledger Lines” button on the bottom left.

The screenshot displays the ACMS (APHS Cost Management System) interface. The top navigation bar includes links for Home, Spending & Collections, Reconciliation & Analysis (which is the active tab), Reporting, and Application Maintenance. Below this, there are links for Reports: Status of Funds, Strategic Funds, Allocations, Employees, and Agreements. The main content area is titled "Reconciliation & Analysis" and contains a section for "Document Matches". This section includes a dropdown menu for ORGN (currently set to "5530 - (2 unreconciled lines)") and input fields for Program and BOC, with a Search button. Below these fields, it states "0 ledgers were matched." At the bottom of the page, there is a section for "Match Ledger Lines" with a "Match Ledger Lines" button. An arrow points from a text box labeled "Match Ledger Line Button" to this button.

Welcome ACMS User [\[Help\]](#) [\[Logout\]](#)

acms
APHS Cost Management System

Home Spending & Collections **Reconciliation & Analysis** Reporting Application Maintenance

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

Reconciliation & Analysis

Document Matches

A list of matches at the document level is displayed for a particular ORGN.

To get a match a search is done at the document level comparing document totals, number of line items, and transaction date within 5 days. In addition to document level matching, line level matching is also performed to match line items comparing BOC, amount, and program code. Only unique one to one matches are displayed at the document level.

Please select an ORGN and/or program code to use for document matching. No results found, select a different ORGN to use for document matching.

ORGN: 5530 - (2 unreconciled lines) Program: BOC: Search

0 ledgers were matched.

Match Ledger Lines

Try to match on the default criteria above, if nothing comes up do the following. Reconciliation matching can also be performed at the Line Level using customizable criteria that can be configured to match on different fields. To continue on to Line level matching, click the "Match Ledger Lines" button.

Match Ledger Line Button → Match Ledger Lines

- The Ledger Line Matching screen is laid out in a Dashboard format.
- Results are separated into 3 types of matches:
 - Single Match: FDW line matched to a single ACMS line.
 - Multiple Matches: FDW line matched multiple ACMS lines.
 - Not Matched: FDW line does not match any ACMS lines.
- Remember: Matching is done at the line level, but reconciliation will be done at document level.

3 categories of results

The screenshot shows the ACMS Reconciliation Dashboard. At the top, there is a navigation bar with 'Home', 'Spending & Collections', 'Reconciliation & Analysis', 'Reporting', and 'Application Maintenance'. Below this is a 'Reports' section with links for 'Status of Funds', 'Strategic Funds', 'Allocations', 'Employees', and 'Agreements'. The main heading is 'Reconciliation & Analysis'.

The dashboard includes a search section with the following fields:

- ORGN: 5580 - (20 unreconciled lines) [dropdown]
- Program: [text input]
- BOC: [text input]
- [Search button]

Below the search section is a table summarizing the results:

Single Match	2	FDW Line matched to one ACMS Line using all selected criteria
Multiple Matches	4	FDW Line matched to more than one ACMS Lines using all selected criteria
Not Matched	15	FDW Line does not match any ACMS Line using selected criteria
Total	21	

At the bottom of the dashboard, there are two buttons: 'Back to Document Matches' and 'Edit Criteria'.

Step 2:

Click on number of matches found to drill down to details.

- You can filter the matches further using Program and BOC using search bar.
- Default matching is done on BOC, document total, amount, fiscal year, budget fiscal year, and transaction date.
 - You can create your own custom criteria search by clicking on “Edit Criteria” button.
 - Criteria is always displayed in the header text.

The screenshot shows the ACMS Reconciliation & Analysis dashboard. At the top, there is a navigation bar with tabs for Home, Spending & Collections, Reconciliation & Analysis (selected), Reporting, and Application Maintenance. Below this is a sub-navigation bar with links for Reports: Status of Funds, Strategic Funds, Allocations, Employees, and Agreements. The main content area is titled "ACMS Reconciliation Dashboard" and includes a "Reconciliation Summary" section. A text box states: "Matching is done at the Line level based on the following fields: BOC, Document Total, Amount, Fiscal Year, Budget Fiscal Year, Transaction Date". Below this is a search bar with a dropdown menu showing "ORGN: 5580 - (20 unreconciled lines)", input fields for "Program:" and "BOC:", and a "Search" button. A table below the search bar shows match statistics: "Single Match" (2), "Multiple Matches" (4), "Hot Matched" (15), and "Total" (21). At the bottom, there are two buttons: "Back to Document Matches" and "Edit Criteria".

Annotations on the right side of the screenshot:

- Current criteria.
- Search Bar
- Click on numbers to drill down.
- Edit Criteria Button